



Thrift Savings Plan Forms

September 1998

Form		Purpose	Bulletin Number/Date	Source		Completed by	Submitted to	Original Retained by
Number	Name			For Agency	For Participant			
TSP-1 Revised 9/90*, 2/91, 7/97	<u>TSP Election Form</u>	Start, stop, or change contributions or fund allocations for TSP contributions	TSP 93-12 (5/6/93)	UNICOR via TSP Coordinator	Personnel Office	Participant	Personnel Office	Official Personnel Folder (OPF) (permanent record)
TSP-2 Revised 11/90*	Certification of Transfer of Funds and Journal Voucher	Certify amounts submitted to the TSP record keeper for input to the TSP system	TSP 90-41 (12/17/90)	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper
TSP-2-E Issued 12/90	Request to Calcu- late Lost Earnings: Certification of Transfer of Funds and Journal Voucher	Transmit lost earn- ings records to the TSP record keeper	TSP 90-41 (12/17/90)	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper
TSP-2-I Issued 1/98	Certification that the IRS Annual Elective Deferral Limit Is Not Exceeded and Journal Voucher	Submit makeup contributions that would otherwise be deleted by TSP system because they appear to exceed that year's annual elective deferral rate	TSP 98-21 (6/19/98)	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper
TSP-2L Issued 5/88	Certification of Transfer of Funds and Journal Voucher for Loan Payments	Certify the loan payment amounts submitted to the TSP record keeper for input to the TSP system	TSP 88-26 (6/9/88)	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper

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TSP-3 Revised 10/96*	<u>Designation of Beneficiary</u>	Name persons to receive TSP account balance in the event of participant's death	TSP 96-31 (10/28/96)	UNICOR via TSP Coordinator	Personnel Office (when employed) Record keeper (if separated)	Participant	Record keeper	Record keeper
TSP-4 Issued 3/87	Electronic Funds Transfer Message Format	Provide information to financial institutions regarding electronic transfer of funds; used by those payroll offices that transmit funds electronically to the record keeper	TSP 87-19 (3/27/87)	Local Reproduction	N/A	Payroll Office	Depositor/ Financial Institution	Record keeper
TSP-5 Revised 11/94*	Employee Data/ Payment/Nega- tive Adjustment Record Input Form	Transmit TSP data to the TSP record keeper in lieu of transmission by magnetic tape or diskette (via TSP PC Program)	TSP 94-32 (12/20/94)	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper
TSP-5L Issued 5/88	Loan Payment Records Input Form	Transmit TSP loan data to the TSP record keeper in lieu of transmission by magnetic tape	TSP 88-26 (6/9/88)	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper
TSP-5-R Issued 5/95	Request to Restore Forfeitures	Notify record keeper of need to restore forfeitures	TSP 95-18 (5/18/95)	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper
TSP-8-A Issued Semiannually	Participant State- ment (FERS)	Semiannual state- ment of participant's account activity	TSP 95-33 (11/1/95)	N/A	Record keeper	Record keeper	Participant	Participant

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TSP-8-B Issued Semiannually	Participant State- ment (CSRS)	Semiannual state- ment of participant's account activity	TSP 95-33 (11/1/95)	N/A	Record keeper	Record keeper	Participant	Participant
TSP-9 Revised 6/94*	<u>Change of Address for Separated Participants</u>	For participants no longer employed by the Federal Govern- ment to change ad- dress for TSP records	TSP 94-18 (7/19/94)	UNICOR via TSP Coordinator	Personnel Office (when leaving service) Record keeper (if separated)	Participant (after separation)	Record keeper	Record keeper
TSP-11-A Revised 11/94*	Annuity Request	Choose annuity option	No Bulletin issued	N/A	Record keeper	Participant (after TSP-70 submitted)	Record keeper	Annuity Vendor
TSP-11-B Revised 11/94*	Beneficiary Desig- nation for a TSP Annuity	Name persons to receive the annuity in the event of participant's death (required for cash refund or 10-year certain feature)	No Bulletin issued	N/A	Record keeper	Participant (after TSP-70 submitted)	Record keeper	Annuity Vendor
TSP-11-C Revised 11/94*	Spouse Informa- tion and Waiver	Provide spouse's waiver of survivor annuity (FERS) or address (CSRS) in order to satisfy spouse's rights re- quirements	No Bulletin issued	N/A	Record keeper	Participant (after TSP-70 submitted)	Record keeper	Record keeper

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Number	Name			For Agency	For Participant			
TSP-13-S Issued 12/93	Spouse Election to Transfer to IRA or Other Eligible Retirement Plan	Transfer a portion of a death or court-ordered payment to an IRA, OR Transfer a portion of a court-ordered payment to an eligible retirement plan	No Bulletin issued	N/A	N/A	Spouse of deceased participant; spouse or former spouses who will receive court-ordered payments from a TSP account	Record keeper	Record keeper
TSP-15 Revised 11/94*	Change in Name	For participants no longer employed by the Federal Government to change name for TSP records	No Bulletin issued	N/A	Record keeper	Participant (after separation)	Record keeper	Record keeper
TSP-16 Revised 11/94*, 3/95, 10/97	<u>Exception to Spousal Requirements</u>	Request waiver of spouse notice or signature requirements for loans and withdrawals	TSP 98-12 (4/9/98)	UNICOR via TSP Coordinator	Personnel Office (when employed) Record keeper (if separated)	Participant	Record keeper	Record keeper
TSP-17 Issued 8/87, Revised 3/98	<u>Information Relating to Deceased Participant</u>	Obtain information about beneficiaries for distribution of TSP account balance after participant's death	TSP 98-14 (4/15/98)	UNICOR	Personnel Office (if participant died in service) Record keeper (if participant was separated)	Participant's beneficiaries or third party acting on behalf of beneficiaries	Record keeper	Record keeper
TSP-19 Revised 10/96*	Transfer of Thrift Savings Plan Information Between Agencies	Transfer TSP information between agencies or payroll offices	TSP 96-34 (11/6/96)	Local Reproduction	N/A	Gaining agency Personnel Office	Gaining agency Payroll Office (if required by agency)	Gaining agency Personnel or Payroll Office

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Number	Name			For Agency	For Participant			
TSP-20 Revised 2/98*	<u>Loan Application</u>	Apply for a loan from TSP account	TSP 98-6 (2/23/98)	UNICOR via TSP Coordinator	Personnel Office	Participant	Record keeper	Record keeper
TSP-21 Issued 2/88	Loan Agreement/ Promissory Note	Agree to loan terms and promise to repay	TSP 88-9 (3/11/88)	N/A	Record keeper	Participant	Record keeper	Record keeper
TSP-21-R Issued 2/88	Residential Loan Documentation	Document expenses for purchase of pri- mary residence; accompanies TSP-21	TSP 88-13 (3/11/88)	N/A	Record keeper	Participant	Record keeper	Record keeper
TSP-21-Rider Reamortization Issued 8/89	Rider to Loan Agreement/Prom- issory Note	Reamortize loan terms and promise to pay	No Bulletin issued	N/A	Record keeper	Participant	Record keeper	Record keeper
TSP-22 Revised 6/92*	Loan Payment Allotment Form	Certify information about participant and loan payment allotments	TSP 88-14 (3/11/88) TSP 91-22 (8/8/91)	N/A	Record keeper	Participant	Record keeper	Payroll Office
TSP-22-R Issued 8/89	Loan Payment Allotment Form – Reamortization	Certify information about participant and reamortize loan payment allotments	TSP 91-22 (8/8/91)	N/A	Record keeper	Participant	Record keeper	Payroll Office
TSP-23 Issued 4/88	Loan Payment Schedule	Inform participant of loan payment schedule	TSP 88-23 (5/13/88)	N/A	Record keeper	Record keeper	Participant	Participant
TSP-23-R Issued 8/89	Loan Payment Schedule – Reamortization	Inform participant of reamortized loan payment schedule	No Bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-24 Issued Quarterly	Loan Statement	Quarterly statement of loan activity	No Bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant

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Number	Name			For Agency	For Participant			
TSP-30 Revised 7/95, 9/98	<u>Interfund Transfer Request</u>	Change the distribu- tion of account bal- ance among the three TSP funds	TSP 95-31 (10/16/95)	UNICOR via TSP Coordinator	Personnel Office (when employed) Record keeper (after separation)	Participant	Record keeper	Record keeper
TSP-31-A Revised 7/95*	Confirmation of Interfund Transfer	Notify participant of result of interfund transfer request made by TSP ThriftLine	No Bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-31-B Revised 7/95*	Confirmation of Interfund Transfer	Notify participant of result of interfund transfer request made by Form TSP-30	No Bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-32 Issued 11/94	<u>Acknowledgement of Risk for Thrift- Line Interfund Transfers</u>	Acknowledge understanding that there is risk of in- vestment loss in the C and F Funds	No Bulletin issued	N/A	Record keeper	Participant (if no previous invest- ment in the C or F Fund)	Record keeper	Record keeper
TSP-33 Issued 11/94	Confirmation of Request for Inter- fund Transfer Through the ThriftLine	Notify participant of allocation requested on the ThriftLine	No Bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-34 Issued 11/94	Confirmation of Cancellation of In- terfund Transfer Through the ThriftLine	Notify participant that interfund trans- fer request made on the ThriftLine has been cancelled	No Bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant

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Number	Name			For Agency	For Participant			
TSP-40 Revised 6/97*	Publications Order Form	Order materials from UNICOR Warehouse	TSP 95-1 (1/3/95)	FRTIB (Depart- mental TSP Co- ordinator only)	N/A	Departmental TSP Coordinator	UNICOR Warehouse	UNICOR Warehouse
TSP-41 Issued 5/95	Notification to TSP of Nonpay Status	Notify record keeper of participant's status if participant in nonpay status has a TSP loan	TSP 97-43 (12/18/97)	Local Reproduction	N/A	Personnel or Payroll Office	Record keeper	Record keeper
TSP-42 Issued 11/94	Documentation of Review for Forms TSP-3, Designation of Beneficiary	Place record in participant's OPF that file has been re- viewed and any Forms TSP-3 have been transmitted to the record keeper	TSP 94-29 (11/22/94)	Local Reproduction	N/A	Personnel Office	OPF	OPF
TSP-43 Revised 7/95	Transmittal of Forms TSP-3, Designation of Beneficiary	Transmit Forms TSP-3 to the record keeper from partici- pants' OPF	TSP 95-38 (11/16/95)	Local Reproduction	N/A	Personnel Office	Record keeper	Record keeper
TSP-70 Issued 11/94	<u>Withdrawal Request (with attached TSP-70-T, Transfer Information)</u>	Request withdrawal option for TSP account	TSP 98-19 (5/27/98)	UNICOR via TSP Coordinator	Personnel Office (when separating) Record keeper (if separated)	Participant	Record keeper	Record keeper
TSP-70-T Issued 11/94	<u>Transfer Informa- tion (attached to Form TSP-70)</u>	Provide information to transfer all or part of payment(s) to IRA or other eligible re- tirement plan	TSP 98-19 (5/27/98)	UNICOR via TSP Coordinator	Personnel Office (when separating) Record keeper (if separated)	Participant and IRA/Plan	Record keeper	Record keeper
TSP-71 Issued 11/94	Alternatives to Automatic Cashout (with attached TSP-70-T, Transfer Information)	Request accelerated cashout; transfer all or part of cashout to IRA or other eligible retirement plan; or keep account in the TSP	No Bulletin issued	N/A	Record keeper	Participant	Record keeper	Record keeper

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Number	Name			For Agency	For Participant			
TSP-72 Issued 11/94	Request for TSP Materials	Request TSP with- drawal materials and/or report change in address	No Bulletin issued	N/A	Record keeper	Participant	Record keeper	Participant
TSP-73 Revised 1/96*	Change in Monthly Payments	Change from a series of monthly pay- ments to a final single payment; change the portion of monthly pay- ments transferred to an IRA/plan; change information about current IRA/plan; designate a new IRA/plan	No Bulletin issued	N/A	Record keeper	Participant (who is receiving monthly pay- ments from his or her account)	Record keeper	Record keeper
TSP-74 Issued 1/96	Request for Direct Deposit	Request direct de- posit of monthly payments via elec- tronic funds transfer	No Bulletin issued	N/A	Record keeper	Participant (who is or will be re- ceiving monthly payments from his or her ac- count)	Record keeper	Record keeper
TSP-75 Issued 10/97, Revised 5/98	<u>Age-Based In-Service Withdrawal Request (with attached TSP-75-T, Transfer of In-Service Withdrawal)</u>	Request an in-service withdrawal for participants age 59½ or older	TSP 98-26 (8/12/98)	N/A	Record keeper	Participant	Record keeper	Record keeper
TSP-75-T Issued 10/97, Revised 5/98	<u>Transfer of In-Service Withdrawal</u>	Provide information to transfer all or part of an in-service withdrawal pay- ment to an IRA or other eligible retire- ment plan	TSP 98-26 (8/12/98)	N/A	Record keeper	Participant	Record keeper	Record keeper

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Number	Name			For Agency	For Participant			
TSP-76 Issued 10/97, Revised 5/98	<u>Financial Hard- ship In-Service Withdrawal Request (with attached TSP-75-T, Transfer of In-Service Withdrawal)</u>	Request a financial hardship in-service withdrawal	TSP 98-26 (8/12/98)	N/A	Record keeper	Participant	Record keeper	Record keeper

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